GATEWAY MIDDLE SCHOOL

Student & Family Handbook 2026-2027

Matt Bennett — Principal
Bart Shaffer — Assistant Principal, Athletic Director

General Info 4
Principal Message
Respecting Others / Everyone Belongs
Communication / Who to Contact

School Safety / Security 7
Emergency Procedures
Visitor Policy
Freedom of Movement
Late Arrival to School
Early Dismissal / Leaving Campus
After-hours / Extra-Curricular Events
Prohibited Items

Attendance 10
Absence Policy/ Records
Procedure for Reporting Absence
Snow Schedules
Tardy / Part Day Absence
Vacations / Extended Absences

Academics 13
Teacher/Class Expectations
Grading / Make-up Work / Retake Policy
Progress Reports / Conferences / Communication
Homework
High School & Beyond Plan
External Course Requests
Academic Dishonesty / Use of AI in Schools

Activities, Athletics & Clubs 18
A.S.B. Cards (Associated Student Body)
Assemblies
Athletics
Clubs & Activities

Shared Expectations **20**
Cell Phones & Headphones
Dress Code
Fragrance-Free Environment
Food/Gum
Library
Searches
Technology
Special Events
Transportation

Student Rights & Responsibilities **25**
Gateway Progressive Discipline
Other Student Discipline
Harassment, Intimidation & Bullying

PLEASE FOLLOW GATEWAY ON SOCIAL MEDIA!

INSTAGRAM

FACEBOOK

PRINCIPAL'S MESSAGE

Welcome to the Gateway Family!
Gateway Middle School is a high-performing neighborhood school where students thrive through strong academics, enriching programs, and supportive relationships. With a focus on music, technology, athletics, and community connection, Gateway empowers students to grow with confidence, curiosity, and pride.

I am going into my 8th year as Gateway's principal. I have previously served as assistant principal, dean, and teacher in both Everett and Arizona. I am certified in Washington State as a Principal and Superintendent and am currently a doctoral student studying Educational Leadership, with a focus on building parental involvement. A Washington native, I love all things water, trees, and Seattle sports.

My main three philosophies of middle school:
*-Failure **is** an option.* We know as adults that failure leads to learning. FAIL = First Attempt In Learning. Middle school students start to develop more grit and persistence to finish hard academic, musical, or athletics tasks.

-Don't ever say "Not My Kid." Adolescents naturally push their boundaries. If a staff member contacts you about your student's behavior, it is easy to take it personally. However, parents are our partners, and we want students to learn from mistakes.

-Parental Involvement Matters! It becomes more difficult during the middle years to engage with our students as parents (I know, I am one too!). Ask open-ended question like "tell me the most interesting learning of your week," or even "show me you planner and let's talk about what homework you have." Also, we have a great PTSA organization that offers volunteer opportunities.

Our team is excited to work with you and your students to master the Gate-WAY, which includes a focus on Being Kind, Being Respectful, Being Responsible, and Being Safe.

Please reach out to ask our staff any questions you may have.

Matt Bennett, Principal

GATEWAY GUARDIANS
RESPECT
IS THE GATE-WAY!
KINDNESS INCLUDES EVERYONE.
CELEBRATE DIVERSITY
We value what makes us unique.
STAND UP FOR OTHERS
Speak up. Take action. Make a difference.
BE AN ALLY
Include others. Show support. Build everyone up.
LISTEN AND UNDERSTAND
Listen with respect. Learn with an open mind.
RACIST LANGUAGE, HARASSMENT, AND HATE HAVE NO PLACE HERE.
EVERYONE BELONGS.

COMMUNICATION

Main Office

Hours of Operation	7:30am to 4:00pm
Main Line	425.385.6600
Attendance	425.385.6603
Health Room	425.385.6606
Fax	425.385.6602
Safety Tip Line	425.385.6611
Counseling Center	425.385.6610

6th Grade Counselor	*Sandra Olson*	425.385.6626
7th Grade Counselor	*Ryan Miller*	425.385.6612
8th Grade Counselor	*Cheyenne Beck*	425.385.6624
School Psychologist	*Molly McDonald*	425.385.6622

Websites

Gateway Website	www.everettsd.org/gatewayms
District Website	www.everettsd.org
Synergy	Parent Vue

Who Do I Contact?

Activities	Main Office	(425) 385-6600
Athletics	Athletics Secretary	(425) 385-6604
Attendance	Attendance Secretary	(425) 385-6603
Class Schedules	Grade Level Counselor	(425) 385-6610
Conflict Mediation	Counselor	(425) 385-6610
Discipline	Administration	(425) 385-6600
Fees and Fines	Main Office	(425) 385-6600
Food Service Info	Cafeteria	(425) 385-6607
Grades	Registrar/Counselor/Teacher	(425) 385-6610
Homework Requests		Email Teachers
Illness, First Aid, Meds	Health Room Assistant	425) 385-6606
Library	Mrs. Stacy Stephens	(425) 385-6608
Registration/Withdrawal	Registrar	(425) 385-6610

EMERGENCY PROCEDURES

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Students are to follow the directions of their teachers quickly and appropriately.

After an evacuation, return to class promptly to ensure safety. Students late to return to class after the announcement from administration will be marked tardy and disciplinary action may be taken.

CLOSED CAMPUS

Gateway Middle School is a closed campus. This means that access to and movement around the campus is restricted in the following ways:

Visitor Policy

- All visitors are required to register with the main office immediately upon arrival on the campus.
- All visitors should wear a badge or name tag the entirety of being on campus.
- Students are not to bring guests to school without prior permission.

Freedom of Movement

Students must be in their assigned class throughout the duration of the school day. There must be a staff member supervising students at all times. This means that students must comply with the following expectations:

- Students must have permission to be outside the classroom at all times.
- Students must ask a staff member to sign their Planner to track hall pass usage.
- Students must carry a hall pass anytime they are outside of the classroom.
- Hall passes are restricted during the first 10 and last 10 minutes of each period.
- Students should never travel to or loiter in unsupervised areas.

Late Arrival to Campus

Students must report to the main office if they arrive after school has started. If an adult does not accompany the student to the office, then students should bring a signed note from the parent/guardian giving the reason for the late arrival. Students will be sent with a pass to their current class. Students should report directly to that class— not stop in the restroom or other areas on the way.

Early Dismissal / Leaving Campus

Students may never leave campus without permission. If a student plans to leave school early, they must:

- Bring a note signed by a parent/guardian to the main office before school
- Student will be given an Early Dismissal Slip that they will use as their pass out of class at the designated time.
- Students should show the Early Dismissal Slip to their teacher at the start of class.
- Meet their parent/guardian in the main office to be signed out.

To leave the building during school hours, a parent/guardian must come to the Main Office and physically sign out the student. Adults will be required to show proper identification before a student may be released to them.

Please note that partial attendance will impact athlete participation in competitions. Please see Athletic Code of Conduct for more information.

Use of Campus After-Hours
Students should not be on campus after-hours unless they are supervised by an adult. This includes nights and weekends when the school is closed. Community use of the facility is allowed with proper approval and adult supervision of students.

Extracurricular Activities
When students are on campus after hours for events such as clubs, activities, athletics, etc. —they are reminded that all school rules apply. It is important that parents pick up students immediately at the conclusion of an event, since staff is not contracted to supervise students past the stated end time of the event.

Prohibited Items
Students and families are reminded that the following items are not permitted on school campuses at any time:

- Guns, Knives, or other weapons (including pepper spray)
    - This includes both real and look-alike, toy, or replica weapons
- Drugs, Alcohol, or Tobacco including paraphernalia and lighters
- Fireworks
- Laser Pointers
- Electronic or Gas Powered Vehicles (including scooters, bikes, hoverboards, ATV's, etc.).
    - Self-Powered Bikes, scooters, skateboards, etc. should be dismounted and walked while on campus for the safety of others.
- Disruptive or Inappropriate Items such as gambling materials, pornographic or obscene materials, etc.
- Non-Education related personal electronics such as gaming systems, drones, etc.
- Unauthorized sales or fundraising items
- Pets or animals (except documented and approved service animals)

STUDENT ATTENDANCE, ABSENCES, AND TARDINESS

ATTENDANCE

We believe good attendance is crucial to success in school; all Gateway students are expected to attend classes regularly. Student attendance will be monitored for each class period.

ATTENDANCE RECORDS

You may track attendance records via Synergy ParentVue. You also may contact the Main Office at (425) 385-6600.

POLICY

Per Everett Public Schools Policy 3122P, absences are excused only in the cases of participation in district or school-approved activities, illnesses, health conditions and medical appointments (including but not limited to medical, counseling, dental, optometry, chemical dependency or mental health) family emergencies, religious or cultural observances, court/judicial proceedings, post-secondary, technical school or apprenticeship program visitation or scholarship interviews, deployment activities of a parent or legal guardian consistent with RCW 28A.705.010, state-recognized search and rescue activities consistent with RCW 28A.225.055, absences directly related to the student's homeless, foster care or migrant status, absences resulting from a disciplinary/corrective action, absences due to safety concerns, and absences upon which the school administration and the parent/guardian have mutually agreed. Furthermore, per Policy 3122P, "A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence."

PROCEDURE FOR REPORTING ABSENCE

When students are absent from school, in order to be considered excused we require either:

- a written note brought to the office
- an email to GatewayMSAttendance@everettsd.org
- Or entry in the ParentVue app.

from the parent/guardian within 5 days of the absence. Communication needs to include student name, student number, date of absence, reason for absence. Notes/emails also need who is writing the message with the relation to the student, and a phone number where you can be reached. Contacting the school prior to 8:30am on the day of the absence prevents the school from calling the parent/guardian at home or work to verify the absence. If a parent/guardian receives a phone call reporting an unexcused absence or tardy please contact the attendance secretary as soon as possible to provide the reason for the absence. Per the district policy noted above, an administrator will determine if the absence is excused.

When students are absent three or more days due to illness, they are expected to return to school with a note from a doctor for the absences to be excused. According to state law, if students have 7 unexcused absences in a calendar month or 10 unexcused absences in one school year the school is required to file a BECCA petition with the juvenile court.

SNOW/EMERGENCY SCHEDULE CHANGES

In case of snow or an emergency schedule change, announcements usually will be made on television/radio and Parent Square by 5:30 am. At the website www.schoolreport.org, parents/guardians can subscribe to receive notices at the same time the district sends them to the media. Emergency schedule changes are posted on the district website at www.everettsd.org; they also can be accessed on the district's information line at (425) 385-5555. Automated phone calls are made to school families beginning at 5:45 am. For more information, please visit www.everettsd.org/safety.

When students are at school and there is snow and ice on the grounds, throwing of snowballs or other forms of ice is strictly forbidden.

TARDY/PART DAY ABSENCE

Per district policy, "Students are tardy if they arrive after the published start time or leave before the published end time for school or class. At the secondary level, a student's attendance will be recorded as a period absence if the student arrives 51% of the period late or leaves 51% of the minutes left in the period early."

Students must report to the Main Office if they arrive after school has started. If a parent/guardian does not accompany the student to the Main Office, then students should bring a note signed by a parent/guardian giving the reason for the tardy. Oversleeping, missing the bus, not having a ride to school, and taking care of siblings are examples of unexcused tardies/absences. An unexcused tardy/absence to first period will generate an automated phone call to a parent/guardian. Students may receive consequences for excessive tardies.

If students plan to leave school early, they must bring a note signed by a parent/guardian; this note should be brought to the Main Office before school. Students will be given an Early Dismissal slip that they will use as their pass out of class at the designated time. Students should show the Early Dismissal slip to their teacher at the start of class. To leave the building during school hours a parent/guardian must come to the Main Office and physically sign out the student.

Students are not permitted to leave the school grounds at any time during the school

day without permission from the Main Office.

Please note that partial attendance will impact athlete participation in competitions. Please see Athletic Code of Conduct for more information.

VACATIONS / EXTENDED ABSENCES

Students are highly discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date. It is impossible to duplicate classroom learning experiences where group activities and in-class participation are essential for mastery of intended learning objectives. Per district policy, a family trip is not a valid reason for an excused absence. If a teacher allows make up work, those assignments may not be available prior to the extended absence. Students who are absent for 20 consecutive days will be withdrawn automatically, but can easily be re-enrolled when ready to start again. If your student is enrolled in a high school credit class and misses over 20 days, full high school credit cannot be earned. Please contact the main office for an Extended Absence Request Form in the event of an extenuating circumstance.

Gateway Middle School
15404 Silver Firs Drive
Everett WA 98208
Extended Absence Form

Principal | Matthew Bennett | *Assistant Principal(s) | Bart Shaffer*

Student Name: _____

Counselor: _____ **Grade:** _____ **Student ID:** _____

First date absent: _____ **Expected return-to-school date:** _____

Reason for extended absence:

Total Day (s) Requested:

Student Schedule					
Per.	Course	Title	Teacher	Grade / %	Teacher Signature
1					
2					
3					
4					
5					
6					

DISTRICT POLICY:

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the first date of the absence and submit to the principal (or designee) for review.

Pursuant to district Procedure 3122P, the principal (or designee) may excuse up to five (5) school days for a prearranged absence per student each school year.

As a district practice, students must be withdrawn from school after being absent for 20 consecutive days, regardless of whether the absences are excused, unexcused, or a mixture of both. If a planned absence unexpectedly extends beyond 20 days, the student will be withdrawn. Reenrollment steps will be taken upon their return.

Assignments requested for a prearranged absence will be provided to the student or parent/guardian if requested five (5) days prior to the absence. **Please note:** Not all learning activities/opportunities can be reproduced outside of the classroom. There is no remote-learning option for in-class instruction missed during absence.

Parent / Guardian: _____ **Date:** _____

Parent Phone: _____

Student Signature: _____ **Date:** _____

OFFICE USE ONLY

Administrator: Date:_____

_____ Verified by: Date:_____

_____ ☐ Phone/

Fax ☐ In Person ☐ Email ☐ Synergy entry
# of days EXCUSED: _____ # of days UNEXCUSED: _____

ACADEMICS

TEACHER EXPECTATIONS/CLASSROOM MATERIALS

Each teacher will provide students a course syllabus outlining their expectations for class.

Students are expected to bring the necessary materials (i.e., pen, pencil, book, planners, etc.) to class each session and complete classroom assignments. Repeated offenses may result in disciplinary action.

Charged and working Chromebooks are an expected class material.

GRADING

School staff members post their classroom grades in Synergy for students and parents/guardians to access at any time; students and parents/guardians also can view students' class schedules, attendance, behavior incidents, transcripts, and assessments. This information is securely held in a password-protected area and a login is required. Please note that official grades are available in ParentVue. Official grades are not provided in Canvas. For further direction please visit Parent Password Reset.

Most classes break down grades between Summative (end of unit type assessments) and Formative (homework/classwork) in a weighted system. Typically this is determined by the subject area teachers and is 70% Summative and 30% Formative. This can vary in classes that are eligible for High School Credit.

MAKE UP WORK / MISSING ASSIGNMENTS / RETAKE POLICY

Student learning and mastery of the content is important. If a student misses an assignment it is important that they still complete the work. We accept late work and makeup work for excused absences. For unexcused absences, it is at the discretion of the subject area team to determine if/how assignments may be made up. These policies will be communicated to students in each classroom.

If a student requests to retake an assessment, they will be given the opportunity to do so. Each subject area team will determine the method for scoring and policies surrounding this retake opportunity.

PROGRESS REPORTS / CONFERENCES

In the fall, parents/guardians can meet one-on-one with teachers during afternoon/evening conferences. These conferences will be held in the gym in an arena-style format where teachers will be available to answer questions about curriculum and students' academic progress.

To meet with teachers at any other time during the year please contact the individual teacher for individual conferences, or a counselor for a meeting with all the student's teachers about curriculum and students' academic progress.

COMMUNICATION

We use ParentSquare as our primary communication platform to keep families informed and engaged. Through ParentSquare, you'll receive important updates, announcements, and messages from teachers, staff, and school administration—all in one convenient place. Families can select their preferred language in ParentSquare to ensure all communications are accessible. For more information and training visit ParentSquare.

HOMEWORK

Homework is an important extension of the learning that occurs during school each day. Students are expected to complete and turn in their homework on time. If students are absent, it is their responsibility to find out what has been missed upon their return to class. To request missing work while absent, please call/email teachers directly. Please allow up to 48 hours for teachers to respond with missing work. If unable to call/email teachers, please call the Main Office and a request will be made for you.

HIGH SCHOOL AND BEYOND PLAN REQUIREMENT

Everett Public Schools' High School and Beyond Plan (HSBP) is a Washington State graduation requirement designed to help students in grades 6–12 set personal goals and prepare for life after high school. Beginning in middle school, students collaborate with families and school staff to develop and annually update their plans, reflecting evolving interests and aspirations. The district utilizes Naviance, an online tool that assists students in setting goals, exploring careers, researching colleges and training programs, and developing financial plans for post-secondary education. Through structured lessons starting in 6th grade, students are guided in creating personalized plans that align with their academic and career objectives.

EXTERNAL COURSE REQUESTS

At times, families will seek permission to enroll their students in an out of district course offered by another accredited organization to earn high school credits. While this practice is generally discouraged, there may be instances where circumstances make it an option. PROIR to enrolling in an out of district course students must meet with their counselor and complete appropriate approval forms including required signatures from the school.

ACADEMIC DISHONESTY

Plagiarism is the act of taking the writings of another person and passing them off as one's own. Plagiarism is considered literary theft. The practice of copying articles, paragraphs, or any other written work from the Internet or from any source and changing none or only a few words is considered plagiarism and it is strictly prohibited. Cheating is acting dishonestly and unfairly in order to gain an advantage. Plagiarism and cheating will result in disciplinary action which may include an impacted grade/credit, after-school detention, and in-school suspension.

USE OF ARTIFICIAL INTELIGENCE (AI) FOR LEARNING

The purpose of this policy is to guide the responsible, ethical, and educational use of Artificial Intelligence (AI) tools by students. AI technologies can support learning, creativity, and problem-solving when used appropriately. This policy helps ensure that AI is used in ways that promote academic integrity, critical thinking, digital citizenship, and student privacy.

Students are expected to:

- Use AI as a learning support tool, not as a replacement for their own thinking.
- Demonstrate honesty and integrity in all academic work.
- Respect privacy, intellectual property, and school technology rules.
- Use AI safely, responsibly, and respectfully.

Students may use AI tools when permitted by their teacher to:

- Brainstorm ideas for projects, writing, or presentations
- Generate study guides, practice questions, or summaries
- Receive explanations of concepts and vocabulary
- Assist with research and information gathering
- Support language learning and translation
- Receive feedback on writing and organization
- Develop coding skills and troubleshoot programming assignments
- Create images, graphics, or multimedia content for educational purposes
- Students must review, verify, and revise AI-generated content before submitting or sharing it.

Students may not use AI tools to:

- Complete assignments without teacher permission when original student work is required
- Submit AI-generated work as entirely their own
- Cheat on tests, quizzes, or assessments
- Bypass learning activities designed to measure student understanding
- Generate harmful, threatening, harassing, discriminatory, or inappropriate

content
- Share personal, confidential, or sensitive information about themselves or others
- Create or distribute misleading information, fake images, or impersonations
- Access AI tools in ways that violate school technology policies or age requirements

Academic Integrity

AI-generated content must be treated similarly to information obtained from other sources.

When AI use is permitted:

- Students must follow teacher instructions regarding how AI may be used.
- Students must acknowledge or cite AI assistance when required.
- Students remain responsible for the accuracy, quality, and originality of submitted work.

Examples:

- **Permitted:** Using AI to generate ideas and then writing an essay independently.
- **Permitted:** Using AI to explain a math concept before solving problems independently.
- **Not Permitted:** Copying AI-generated responses and submitting them as original work.
- **Not Permitted:** Using AI during a test unless specifically authorized.

Privacy and Safety

Students should never enter:
- Personal addresses
- Phone numbers
- Passwords
- Student identification numbers
- Medical information
- Confidential information about other students, staff, or families

The district/school may restrict or approve specific AI tools to help protect student privacy and comply with applicable laws and district policies.

Teacher Authority

Teachers may:

- Allow, limit, or prohibit AI use for specific assignments
- Require documentation of AI use
- Require students to explain or demonstrate their understanding of submitted work
- Select approved AI tools for classroom use
- Teacher directions take precedence over general permission granted by this policy.

Responsible Digital Citizenship

Students are expected to:

- Think critically about AI-generated information
- Verify facts using reliable sources
- Respect copyright and intellectual property rights
- Use technology in a way that supports learning and positive school culture

Consequences for Misuse

Violations of this policy may result in:

- Requiring work to be redone
- Loss of technology privileges
- Academic consequences consistent with school policies
- Loss of credit for assignment (see Plagiarism and Cheating section above)
- Consequences will be determined based on the nature and severity of the violation.

Activities, Athletics, & Clubs

ASB CARDS

ASB cards are sold for a $15 fee and students participating in ASB-sponsored sports, music, and clubs are required to have an ASB card. Lost or missing ASB cards may be replaced for a $5 fee. ASB cards is one of our fundraising methods that supports ASB clubs and activities.

ASSEMBLIES

Assemblies are a privilege provided for learning and entertainment for students in good standing academically and behaviorally. Students will exhibit positive, constructive spirit and sportsmanship (booing and putdowns are unacceptable). Gateway Guardians yell during competitive cheers and relays, but they are quiet, attentive, and respectful when someone is talking on the microphone or when groups are performing. Additionally, students enter and are dismissed from assemblies in an orderly manner so that no person is injured. Failure to follow the above expectations may result in discipline.

ATHLETICS

Gateway Guardians adhere to the rules and regulations of *Washington Interscholastic Activities Association (WIAA) and the* DISTRICT ATHLETIC CODE

Softball, Basketball, Volleyball and Soccer are cut sports and are only open to 7th and 8th grade students. All paperwork must be completed in FinalForms by the start date to participate in tryouts.

Wrestling, Cross Country and Track & Field, Football are no cut sports and are open to all genders. Football is only open to 7th and 8th grade students.

GATEWAY MIDDLE SCHOOL SPORTS			
Fall	Winter I	Winter II	Spring
Football Girls Fastpitch Softball (All) Cross Country *	Boys Basketball Girls Volleyball Boys Soccer Girls Soccer	Girls Basketball (All) Wrestling *	(All) Track and Field *
*6th Graders may participate in practices but not compete in meets/matches.			

Before a student may turn out for a sport he/she must: 1) Purchase an ASB card 2) Complete the eligibility packet and 3) Sign the athletic eligibility participation form.

- **Athletic Forms** - All forms will now be completed online on Final Forms.
- **Activity Bus** - A 5 pm activity bus for athletes is available for all sports seasons.
- **Payment of Fee** - click here for the date to pay the athletic fee for cut sports.
- **Sport Physical**- A sports physical signed by a physician is required for all participants. A physical is good for two years and needs to be uploaded to Final Forms.
- **Practice Times**- Practice is from 3 to 5 pm Monday through Friday (*subject to change)

CLUBS/ACTIVITIES

Gateway Middle School offers a wide range of extracurricular activities and clubs designed to engage students beyond the classroom. Research consistently shows that students who participate in after-school programs tend to perform better academically, exhibit higher self-esteem, and are less likely to engage in risky behaviors. We encourage all students to explore the opportunities available and find activities that match their interests and passions.

Do you have an idea for a club? Find an interested faculty advisor and let's see what we can get going! Complete List of Clubs.

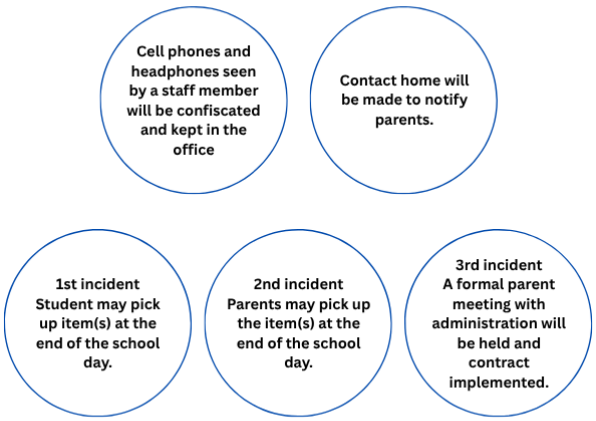
If you plan to stay after school for a club or activity, please make sure to arrange transportation home in advance. Students who wish to take the Activity Bus must sign up on the list located in the Commons during lunch. Please note: if no one has signed up by the end of 8th grade lunch, the Activity Bus will be cancelled for that day.

GATEWAY MIDDLE SCHOOL CLUBS			
AV	Drama	GIVE	Pride
Builders	Fandom	Gateway Reads	Robotics
Chess/Board Games	Fiber Arts	National JR Honors	Study Club
			Youth and Gov't

SCHOOLWIDE SHARED EXPECTATIONS

CELL PHONES, HEADPHONESM SMART WATCHES, AND OTHER ELECTRONIC DEVICES

Students may use cell phones, headphones, smart watches, or other electronic devices before/after school, outside the building. However, during the school day all electronics must be turned off and stored in backpacks. ***This means from the time a student enters the building in the morning, until students have exited the school after the final bell.***



If a student needs to contact their parent or guardian during the day, they are welcome to use the phone in the front office.

Please note:

- The use of cell phone cameras is strictly prohibited on campus, including in restrooms and locker rooms.
- Cell phones may not be used during any school activities, including after-school athletic events and evening functions.

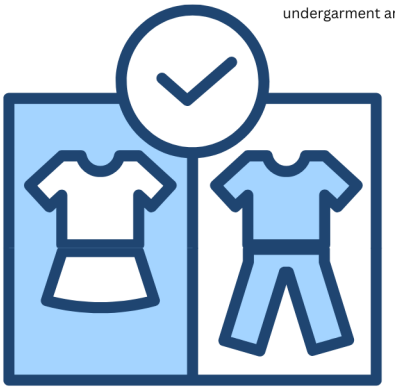
DRESS CODE

Student dress is regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress that presents a health or safety hazard, damages school property, or dress that will result in a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224. Students will wear appropriate school attire, including shoes. No clothing item or accessory may promote or reference the following: alcohol, bigotry, drugs, racism, sex, suicide, tobacco, vandalism, violence and/or weapons.

No clothing item or accessory may promote or reference the following:
Alcohol, bigotry, drugs, gangs, racism, sex, suicide, tobacco, vandalism, violent and/or weapons.

Pants/Shorts/Skirts
- Fabric must be solid (not transparent or see-through clothing)
- Must not reveal undergarments or undergarment area.

Shirt/Tops
- Bottom of the shirt and the top of the pants/shorts/skirt must overlap.
- Strapless tops are not allowed.
- Fabrics must be solid (not transparent or see through)
- Must not reveal undergarments or undergarment area.



Footwear
- May not have wheels
- Should provide adequate safety for classroom activities

Accessories
- Chains or spikes are not permitted.
- Hoods are to be removed while inside in any of the buildings at Gateway.

FRAGRANCE-FREE ENVIRONMENT POLICY

Gateway Middle School is committed to providing a safe, healthy, and inclusive learning and working environment for all students, staff, families, and visitors. Because fragrances and scented products can trigger allergic reactions, asthma symptoms, migraines, and other health concerns, the school encourages a fragrance-free environment whenever possible.

Students, employees, volunteers, contractors, and visitors are asked to refrain from wearing or using strongly scented products while on school property or participating in school-sponsored activities.

- Perfume, cologne, and body sprays
- Scented lotions, creams, and oils
- Strongly scented hair products
- Strongly scented deodorants and antiperspirants
- Air fresheners and room sprays
- Scented candles and wax warmers
- Essential oil diffusers
- Scented cleaning products not approved by the school
- Potpourri and other fragrance-emitting items

Additionally, staff and students should refrain from using any cleaning products not provided by EPS custodial staff.

FOOD/BEVERAGES/GUM

To help keep our campus clean and maintain a positive learning environment, all food must be consumed in the Commons. Eating or drinking is not permitted outside, in hallways, or in classrooms. Additionally, gum is not allowed on campus at any time.

We do not allow deliveries of food to campus. This means that any door dash or other delivery will be denied. Also, students and parents may not bring food items to be shared for individual student celebrations.

LIBRARY

Our library collection serves to encourage critical thinking and extend students' knowledge and understanding of the world around them while promoting a love of reading. To support that goal, we provide access to a wide range of reading materials designed for students with a variety of reading levels and interests. We encourage parents to be actively involved with their children's reading selections by discussing book choices, reading together, and talking about literature.

The Gateway Middle School Library is open at the 7:50 bell and briefly after school. Students may also visit during their lunchtimes on days it is not being used for classes. Students can expect to visit with their ELA classes each month and are also welcome to use the library with teacher permission.

The library is a safe and welcoming place for all students. All students need to contribute positively to our library environment by following the library expectations: be responsible for yourself, show respect for each other, and take care of our space.

- Food and drinks are not permitted in the library.
- Chromebooks are used for homework only.
- Students are accountable for all materials that are checked out, including replacing lost/damaged materials at replacement cost. Please take care of our library materials to avoid fines and keep them in good condition for the next patron.
- Return items on time. Books are checked out for two weeks and may be renewed.

SEARCHES

We respect students' rights and privacy, and we have policies and procedures that govern searches. From time to time, it becomes necessary for us to conduct a search, which can include school-issued technology devices, and digital traffic/storage. Per Everett Public Schools Policy 3231, "All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student and a student's possessions are subject to search by the principal, assistant principal,

or principal's designee if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules governing student conduct. A search is mandatory if there are reasonable grounds to suspect a student possesses a firearm."

Per Everett Public Schools Policy 3231, students and parents/guardians should know that lockers, desks, and other school storage areas belong to the district; students do not have the right to privacy in these areas. These areas may be searched at any time for administrative, health or welfare reasons such as locating misplaced library books, textbooks, or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health and safety hazards. This can be done without suspicion that evidence will be found that violates the law or school rules, and it also can be done without prior notice.

TECHNOLOGY GUIDELINES
CHROMEBOOKS / ELECTRONIC COMMUNICATION DEVICE (ECD)

Technology at Gateway is to be used to support the above learning objectives. Gateway students will follow the guidelines outlined in the sections Acceptable Use Guidelines and Appropriate Use set forth by district policy 3245P. As stated in the policy, "technology" includes but is not limited to computers, hardware, software, the network, Internet access, scanners, copiers, fax machines, cameras, and personal electronic communication devices (ECDs). Text from the policy is included below to remind students and parents of the guidelines for technology use at Gateway:

All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system.

- All users of technology shall comply with current copyright laws.
- System logins or accounts are to be used only by the authorized owner of the account for authorized purposes.
- Users may not share their system, computer, or software passwords with others.

Student use of an ECD in the classroom setting will be managed by the classroom teacher. Students are responsible for personal devices they bring to school. The district shall not be responsible for loss, theft, damage, or destruction of personal devices brought onto school property or to school-sponsored or school-related events or activities. An ECD shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity. If a student is asked to bring an ECD to class, they must turn it off and place it back in their backpack prior to their next class.

Devices shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or audio or video recordings of others without their permission or sharing, posting, or publishing photographs, videos, or recordings of others without their permission.

Serious violations related to the use of technology automatically may result in privilege loss for the remainder of the semester or year, and/or a suspension/expulsion.

SPECIAL EVENTS

ASB sponsors two special events during the school day per year: WinterFest in December, and June Jamboree. These student celebrations are to celebrate the learning and accomplishments of our students, and are a privilege. Students may lose part or all of participation in these events due to accumulated or serious behavioral violations.

TRANSPORTATION

Transportation is critical to the safety of our students. There are several methods students use to be transported to school:

- Buses: School bus route information will be sent to parents and is accessible in ParentVue. Students are expected to follow the rules and directions given by the driver.
    - As buses are full, we are not able to accommodate bus passes for students to ride home with friends
    - Bus use can be restricted or suspended due to behavioral violations on a bus

- Parent drop-off/pick-up
    - Please follow the signs and only drop off students in the designated area

- Student self-transportation
    - Students are welcome to walk or ride non-powered bikes to school. Railes for locking bikes are provided by the school.
    - No powered transportation may be brought to school by students. Including electronic/battery-powered or fuel-powered bikes, scooters, etc.

PROGRESSIVE DISCIPLINE FOR OFFICE REFERRALS (PDR) -

This year Gateway will pilot a new PDR model. Note that the program, including consequences and/or interventions may change slightly throughout the pilot. Teachers manage minor classroom behaviors within their own classrooms, and track these disruptions via a structured progressive discipline model. Continued minor behaviors can lead to increasing interventions and consequences, including a referral to the administration. Note that major behaviors are referred separately and handled by the administration following district policy and procedure.

Any time a student is being disruptive, a teacher will use common language to signal that a "step" on the progressive discipline model is possible. If a student hears "This is your verbal warning," they know that they have been put on notice. If the behavior continues, the teacher will move them a "step". The chart shows the steps including the interventions and/or consequences that will be attached.

Intervention	Consequence
Step 1) 1:1 Conversation between Teacher and Student	N/A
Step 2) Letter Home to Parent - Letter to be signed by parent or guardian - Letter returned next day or automatic move to Step 3	Parent contact via signed form
Step 3) Parent/Teacher phone conference. **Inform parent of next steps to be taken if behaviors continue.**	Parent contact via phone call
Step 4) Referral to Admin: -Phone call home to provide notice of lunch detention - Self-Reflection Completed during Detention	Lunch Detention
Step 5) Referral to Admin: -Admin conference with student -Phone call home to provide notice of lunch detention -Restorative Reflection Completed during Detention	Conference with Admin & Lunch Detention
Step 6) - Immediate Classroom Exclusion - Phone call home - Assigned 1 Day ISS - Restorative Conversation as appropriate	Classroom Exclusion remainder of Period & 1 Day ISS

Once a student reaches Step 6, any future incidents will result in classroom exclusion, ISS, and/or MTSS Team intervention in conjunction with parental involvement. Note that PDM resets at the start of each semester.

OTHER STUDENT DISCIPLINE

Student Rights, Responsibilities, and Discipline Policies and Procedures outline other expectations and policies, including but not limited to:

- 3000: Student Policies and procedures
- 3300: Student Discipline
- 3300P: Student Discipline

These important district policies are outlined in the Student Rights & Responsibilities Handbook.

HARASSMENT, INTIMIDATION, & BULLYING (HIB)

HIB of students by other students, by staff members, by volunteers, by parents or by guardians is prohibited.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

(A) Physically harms a student or damages the student's property;
(B) Has the effect of substantially interfering with a student's education;
(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
(D) Has the effect of substantially disrupting the orderly operation of the school."

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

The HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report or complaint about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). However, no student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer (Dave Peters, dpeters@everettsd.org, 425-385-4063) who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form.

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Reporting Form, and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.
When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the "targeted student" in a complaint:

If you disagree with the school district's decision, you may appeal. To appeal, send a

written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences/discipline) that come from the HIB investigation findings by following the discipline appeal process in Procedure 3300P.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's HIB Policy 3204 and Procedure 3204P.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it (Procedure 4312P).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-189.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.

Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment of Students Policy 3205 and Procedure 3205P, visit https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-189.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:

Title IX/Civil Rights Compliance Officer: Shawn Bryant, Director of Employee Relations, 425-385-4117, sbryant@everettsd.org, PO Box 2098, Everett WA 98213

Concerns about sex discrimination, including sexual harassment:

Title IX/Civil Rights Compliance Officer: Shawn Bryant, Director Employee Relations, 425-385-4117 sbryant@everettsd.org, PO Box 2098, Everett WA 98213

Concerns about disability discrimination:

Section 504 Coordinator: Dave Peters, Director of Student Services, 425-385-4063, DPeters@everettsd.org, PO Box 2098, Everett WA 98213

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4137, jgrant@everettsd.org, PO Box 2098, Everett WA 98213

To submit a written complaint, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights compliance officer. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Compliance Officer will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Compliance Officer will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Compliance Officer will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

What are the next steps if I disagree with the outcome?

If you disagree with the decision about your complaint, you may appeal the decision Pursuant to the applicable procedure. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important timelines, see the school district's Nondiscrimination Procedure 3210P and Sexual Harassment of Students Procedure 3205P.

I already submitted a HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Compliance Officer. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3204P to fully resolve your concerns.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy 3213 and Procedure 3213P, visit https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-189. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4137, jgrant@everettsd.org, PO Box 2098, Everett WA 98213.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under RCW 28A.605.005, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (Chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your com-

plaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at How to File a Complaint, and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under RCW 28A.605.005.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
Email: schoolsafety@k12.wa.us
Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
Email: equity@k12.wa.us
Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
Email: mailto:OLA@k12.wa.us

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.

Website: https://www.oeo.wa.gov/en
Email: oeoinfo@gov.wa.gov
Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal non-discrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

Website: https://www.ed.gov/
Email: OCR@ed.gov
Phone: 800-421-3481

Our School is Committed to Safety at School Activities and Events

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does state law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. RCWs 28A.635.090 and 28A.635.100 makes those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under RCW 28A.600.015.

How is this different from HIB?

This is different from our school's HIB policy, which deals with conduct between students through a school process. Chapter 28A.635 RCW, et seq. covers more people and more situations and is enforced through criminal law and school discipline procedures instead of the school's HIB process.

The expectations in this section are broader. They apply to everyone at school activities — students, parents, and community members alike — and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.